



The Scottish Parliament  
Pàrlamaid na h-Alba

## Delivering for Excellence

### Broadcast Engineering Infrastructure and Delivery Manager

This is a fantastic career opportunity in the Scottish Parliament Broadcasting Office.

The Office holds the essential role of providing full transparency of Parliament activities and is responsible for televising all public proceedings and events in the Scottish Parliament. It provides live and on demand feeds from the six committee rooms, the Debating Chamber and remote locations for national and international media organisations, and live streaming on [www.scottishparliament.tv](http://www.scottishparliament.tv) and on a range of online channels.

In addition to parliamentary business, the Scottish Parliament hosts an extensive range of televised and webcast public events, requiring substantial planning and a creative approach to television coverage.

You'll already have experience of working in a professional broadcast environment and will have a key role in ensuring the integrity of the broadcast baseband. You'll be an innovator, conceiving new systems, embracing new technologies and working collaboratively to help meet the Scottish Parliament's digital ambitions. Through leadership you will strive to create a centre of excellence in broadcast and online media via talent management, championing good engineering practices and developing domain expertise – all built on a culture of continuous improvement.

You'll have experience or demonstrable knowledge of the following:

- Professional technical broadcast standards
- Vision mixers
- Analogue and digital audio equipment
- Portable and robotic cameras
- Camera control systems
- Post production systems
- Digital media management
- Video streaming and on-demand services
- TCP/IP and computer networking
- Audio and video software and applications

# Main Duties and Key Requirements

## Broadcast Engineering Infrastructure and Delivery Manager, Grade 5

The Scottish Parliament is a values-led organisation which means our values (Stewardship, Excellence, Inclusiveness, and Respect) are at the centre of everything we do. These values are embedded in this role.

**Stewardship:** Focusing on the longer term to ensure we are leaving things better than we found them and putting our shared interests ahead of any individual or team.

Your main responsibilities will involve:

- Reviewing technical and operational systems to identify any resilience risks and, in consultation with Head of Broadcasting, design appropriate mitigation plans
- Acting as contract manager and primary integral point of contact for key broadcast partnerships, ensuring all KPIs are met and maintained
- Identifying and capitalising on emerging trends and innovations in TV and online media spheres to support SPCB strategies and ambitions

And in delivering these you will have:

- The ability to work at a strategic level to ensuring the long-term effectiveness of the broadcasting infrastructure and ensuring resilience of business-critical systems
- Excellent communication and technical skills to liaise with broadcast partners and maintain operational KPIs and fault logs, to ensure a consistently high level of customer service
- Good knowledge of emerging technologies and developments in digital communications and a keen interest in researching new technologies

**Excellence:** Taking care to enhance our reputation in everything we do. Using our skills and resources efficiently and effectively to deliver high-quality sustainable results.

Your main responsibilities will involve:

- Monitoring all broadcast and online output to ensure broadcast technical and operational standards are met and to take appropriate remedial action
- Providing first line engineering response to the Main Chamber and committee room sound and voting systems
- Planning, documenting and implementing all broadcast-related infrastructure (including specifications, reports, drawings and technical documents)

And in delivering these you will have:

- The skills and experience to ensure that all technical operations are carried out in a safe manner in accordance to the legislative requirement and industry best practice
- Extensive hands-on experience in operating, fault finding and maintaining professional broadcasting equipment and infrastructure.
- The technical and strategic skills to ensure all broadcast acquisition, post production and distribution systems are fully operational, maintained and fit for purpose

**Respect:** Appreciating difference, building cohesive teams and fostering the values and experiences of diversity.

Your main responsibilities will involve:

- Leading a team of three and working with other Managers in the Broadcasting Office to deliver an effective and efficient service
- Building a sustainable team environment where team members are empowered and confident in decision making
- Ensuring a co-ordinated approach to training and development across the team in conjunction with other managers

And in delivering these you will have:

- A coaching style of leadership with the ability to foster a positive workplace culture which is inclusive and recognises the value of individual team members' strengths, skills and experience
- The ability to inspire team members to deliver sustainable high performance results in line with the Parliament's purpose and values
- Ability to work collaboratively with the team to identify training opportunities, in order to fully support every team member's needs and development, in line with industry requirements.

**Inclusiveness:** Understanding the big picture and seeking out alternative perspectives. Every colleague feels they can make a valued contribution and deliver their best work.

Your main responsibilities will involve:

- Building relationships with internal and external partners to continuously improve the service and ensure alignment with our strategic priorities
- Identifying solutions for audio and vision issues for parliamentary business and events with a focus on the needs of end-users
- Participating in and contributing to Parliament-wide projects including those which go beyond the operations of the Broadcasting Team

And in delivering these you will have:

- A track record of working collaboratively with colleagues at all levels, sharing professional expertise and knowledge as required
- An innovative approach with the ability to find solutions where there is no precedent
- The ability to operate at a strategic level and to see things from an organisation-wide perspective

## Getting in touch

If you would like to have an informal discussion about the role please contact Bill Ward on 0131 348 5149 or email [Bill.Ward@parliament.scot](mailto:Bill.Ward@parliament.scot)

For any queries on the recruitment process, please contact Leah Mitchell, HR Adviser, on 0131 348 6838 or email [Leah.Mitchell@parliament.scot](mailto:Leah.Mitchell@parliament.scot)

## Terms and conditions of employment

### Salary

The minimum starting salary for this post is per annum, paid monthly by bank credit transfer. You'll progress at the rate of one scale point per year on the anniversary of taking up the appointment grade. The salary range for this post is shown below:

Year	Salary
Minimum	£44,107
1	£46,275
2	£49,222
3	£54,260

### Hours

The way the Parliament works means that you may work varying hours and patterns. You may have to work longer hours when supporting inward and outward delegations (including weekends, although this is balanced through reduced hours during recess periods). For this reason, we have very progressive flexible working hours (FWH) arrangements. You'll be required to work within these arrangements.

Considering your individual working pattern, you'll be contracted to work 1623.6 hours per year. This is the equivalent to a 37-hour week, excluding breaks. If you work on a part-time basis, you'll be required to work the number of hours specified in your appointment letter.

### Annual Leave

Your annual leave allowance will be 30 days. Our annual leave year runs from 1 September to 31 August. If you take up your appointment during the course of the leave year, your annual leave allowance will be proportional.

In addition, you'll also receive 11.5 days public and privilege holidays. They are normally taken at fixed times of the year. If you are required to work on a public or privilege holiday overtime arrangements will apply.

If you work on a part-time basis, your annual leave and public and privilege holiday entitlement is pro-rated.

As with working hours, there may be restrictions on annual leave when Parliament is sitting.

## Benefits

We offer excellent benefits including:

- opportunities for flexible working during your working week
- option to join the Civil Service pension arrangement
- comprehensive development programmes and
- access to a range of health and wellbeing initiatives including access to confidential counselling and information services, cycle to work scheme, an onsite gym facility and corporate gym membership at discount rates.

Full details can be found [here](#).

## Pension

Unless staff choose otherwise, we offer the opportunity to join the Civil Service pension arrangements. We'll make employer contributions towards the Civil Service pension. More information can be found on the [Civil Service Pensions website](#).

## Age

The SPCB does not operate a retirement age policy. This means that there is no upper age limit beyond which you would be automatically retired. You're free to continue in employment for as long as you wish subject to the normal rules concerning Performance, Attendance and Conduct.

## Travel and other expenses

We pay travelling and other expenses if you incur them whilst on official duty. We will not reimburse the cost of normal daily travel between home and office.

Unless we have stated otherwise in the advert, we do not reimburse travel or other expenses you incur in attending an interview or assessment with us. We are happy to explore alternative arrangements if this causes you difficulty.

## Probation

You will be on probation for 6 months. Confirmation of your appointment is dependent on the satisfactory completion of this probation period, taking into account your job performance, conduct and attendance.

## Outside and Political Activities

As an employee of the SPCB, you may not take part in any activity that would in any way conflict with the interests of the Parliament or be inconsistent with your duties and responsibilities.

You may not take part in national political activities. You may seek permission to take part in local political activities. If permission is granted, it will be subject to the observance of general rules relating to possible conflicts between your official responsibilities and your political activities.

## Health and Safety

The SPCB is committed to promoting health and safety as a priority issue. Its aim is to take appropriate and reasonable steps to ensure that it conducts its business in such a way that employees and other people who may be affected by its work are not exposed to risks to their health and safety.

## General Data Protection Regulation

For further details on how we will process your personal data please refer to the [HR Workers Privacy Notice and SPCB Recruitment Privacy Notice](#).

## Suggestions

We want all applicants to feel that they have been treated fairly, even if they are not appointed. If you have any comments or suggestions about the way in which this recruitment campaign has been handled, we would really like to hear from you.

## Referees

Please do not send references or testimonials with your form. If you are successful, we will approach previous and/or current employers for a reference. We can only make a formal offer of employment once we have received these references.

## Health Assessment and Security Clearance

If you're successful at interview, you'll be asked to complete a health assessment form. If necessary, we may ask you to attend a medical assessment, carried out by our occupational health supplier. The reason why we carry out a health assessment is to make sure that the job you have applied for is suitable for you. It's also to find out if we need to carry out any adjustments to help you do your job.

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. The form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

## Visa and Work Permits

You must check whether there are any restrictions on your stay or your freedom to take or change employment in the United Kingdom before you apply for a post. If you are successful at interview, we will make a complete enquiry into your eligibility to work in the United Kingdom.

There are no nationality restrictions on who the SPCB employs.

Please note that this document is provided for information only and does not form part of the SPCB's terms and conditions of employment. Go to our [employee handbook](#) for full details of our terms and conditions of employment